



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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MINUTES

April 30, 2015 / Grange Meeting Room / Town Hall

MEMBERS PRESENT:

Hugh Fortmiller, at large	John Neyland, Agricultural Com
Mitzi Garcia-Weil, Recreation Commission	Dennis Reip, Conservation Com
Rita Gibes Grossman, Clerk, at large	Alan Rohwer, Historical Com
Owen Neville, Chair, Planning Board	John Rosamond, Finance Com
	Ron Vogel, Housing Board

MEMBERS ABSENT: None

OTHERS:

Susan Bak, Board of Selectmen
Adam Duchesneau, Town Planner
Selina Shaw, Town Administrator

7:33p.m. Meeting called to order by Owen Neville

Minutes from March 19th reviewed and amended with two minor edits. Alan R. moved, Hugh F. seconded, passed unanimously.

Owen clarified Annual Town Meeting (ATM) procedure for appropriating FY2015 and FY2016 money.

7:40p.m. Public Hearing called to order by Owen N.

1. Purpose of public hearing: For the Community Preservation Committee (CPC) to consider the needs, possibilities, and resources for the Town of Boxborough regarding community preservation as presented by the public and from the stakeholder groups.
2. No one from the public present.
3. One submission was received by email from the Cemetery Commission for historic gravestone restoration as a need for the Community Preservation Plan.
4. John Rosamond did a presentation on the Capital Plan:
 - a. Elements of the capital plan process described and defined. Paper copy of presentation distributed.
 - b. The capital plan is maintained by the Finance Committee. John R. noted Ted Kail's improvements to process.
 - c. Current process studies trends and is designed to help town anticipate peak spending years going forward for the next 2-4 years and it allows for planning expenditures.
 - d. The Fire Department, DPW, Town Hall and Police account for most of capital spending with investment in vehicles accounting for a "surge" in the near future, and then spending will recede to historic levels.

- e. Susan B. questioned whether “duct cleaning” should be considered a capital expense vs. maintenance. John R. and Susan will follow-up.
- f. John R. also noted the type of projects which could possibly come before the CPC and noted the total amount of \$275K between now and 2020 that's currently anticipated for those items.
- g. In addressing questions about planning for land acquisition, Dennis R. clarified uses of Conservation Commission’s budget: operations; administration of the wetlands bylaw and clarified that the Conservation Trust Fund (Cons Com) was set up for managing conservation land, e.g., electric fencing to restrict goats to eat invasive species; contributed to the Open Space and Recreation Plan update; (the OSRP needed to be updated for town to qualify for LAND grants); consultant services for stewardship activities; etc. Hugh asked about transferring CPA funds to this fund and Dennis outlined why this would not be recommended as the CTF is used for discretionary projects and expenses managed directly by the Commission on an as needed basis, some of which may not be CPA qualifying expenses.
- h. Owen noted that if funds are transferred to a specific fund (e.g. Housing Trust Fund), then there would need to be a grant agreement.
- i. Comment forwarded from stakeholder groups in support of:
 - i. Town record protection
 - ii. Steele Farm building preservation
 - iii. Historic preservation was also mentioned with perhaps establishing historic districts (Alan R. noted that this is a complicated and very involved process.)
- j. Rita suggested that more than 10% be set aside in the "land" category for anticipated properties that will most likely become Town acquisition options.
- k. Ron V. said Housing Board is in an active discussion about proposed CPA projects
- l. Mitzi W. said that the Recreation Commission is actively assessing the playground condition at Flerra. It is in need of repair as it was built 15 years ago with private donations and is now failing. She noted DPW has been very responsive in addressing immediate safety issues, but, it needs to be repaired and re-done. Dave (building inspector) is now certified for playground inspection and will do so, and, Mitzi believes there are safety issues.

8:21p.m. Hearing no additional comments from the CPC, Owen closed the Public Hearing.

- 5. Town Meeting (TM) Presentation – Process and Document development
 - a. Article 8 (CPA) including motions were distributed with the anticipated CPA revenues and expenditures sheet.
 - b. Selina indicated that numbers should be rounded up; however, administrative costs should be rounded down to be statutorily compliant to 5% or less.
 - c. Owen proposed \$16K for each category for FY15 and \$20K for each for FY16 with administrative at \$8K: Rita moved and John R. seconded. Discussion: John asked how some of the numbers were generated and Owen clarified it is based on actual anticipated revenue for FY16. Passed unanimously.
 - d. On TM floor, if someone objects to a portion of one or more of the proposed projects in Article 8, Owen would request a friendly amendment to take the amount associated

with any project not approved to be put into the FY16 CPA budgeted reserve. (See motion)

- e. Hugh asked for a summary of Owen's proposed TM presentation. Rita and Susan suggested a slide presentation.
 - f. Noted that there should be an explanation as to why revenue from FY15 is being handled differently than FY 16, and, there should be a slide with committee members.
 - g. In that all three projects being proposed to TM are historic, Hugh suggested this will need to be clarified and process highlighted in presentation.
 - h. Also, it should be noted that all projects with exception of Town Hall step repair were all vetted as articles for last ATM.
 - i. Rita, Owen and Susan will work on the slide presentation which will be given to Selina by Tuesday at 8AM. Will include summary to date of CPC activity to date and CPC process.
 - j. John N. asked about the process on ATM floor for doing amendments to the article; Owen will be prepared to amend the article on TM floor if the article needs to be amended based on ATM discussion.
 - k. Alan R. clarified that it will be the responsibility of the project proposers to defend their projects and answer questions accordingly.
6. Process and Documentation: Owen distributed Town of Concord's CPC process for review.
- a. After discussion there was a general consensus that a two-step process be considered for our CPC: short application to determine if it meets criteria for CPA funds; then a comprehensive application.
 - b. Hugh proposed that using the Concord hand-out, members review and be prepared to discuss at next week's meeting. Owen agreed to create a common calendar template in order to create our process deadlines.

Rita moved; John R. seconded to adjourn. Vote unanimous.

9:03 p.m. Meeting adjourned.

Respectfully submitted,
Rita Gibes Grossman, Clerk